



PANHANDLE HEALTH DISTRICT

Healthy People in Healthy Communities

DISTRICT 1 BOARD OF HEALTH
8500 N. ATLAS ROAD, HAYDEN, IDAHO 83835

May 27, 2010

Minutes

8500 N. ATLAS ROAD
HAYDEN, IDAHO 83835
www.phd1.idaho.gov

Board Members Present:

Marlow Thompson, Chairman
Chris Beck, Vice Chairman
Allen Banks, Ph.D.
Jon Cantamessa
Walt Kirby
Dale VanStone
Richard McLandress, M.D.

Staff Present:

Jeanne Bock
Mary DeTienne
Jim Fenton
Mashelle Kenney
Dale Peck
Lora Whalen
Cynthia Taggart

Others Present:

Jerry Mason, Attorney
Jane Kirby

Chairman Thompson called the Board of Health meeting to order at 11:00 a.m.

Public Comment Session

Chairman Thompson called for public comment. There being no public comment, the meeting proceeded.

Divisional Reports

MOTION: Dale VanStone moved to accept the divisional report from Family and Community Health into the record; seconded by Allen Banks. All in favor; motion passed.

Review of Minutes, April 29, 2010, Board of Health Meeting– Marlow Thompson

Chairman Thompson called for corrections or changes to the minutes of the April 29, 2010, Board of Health meeting.

MOTION: Walt Kirby moved to approve the minutes of the April 29, 2010, Board of Health meeting; seconded by Allen Banks. All in favor; passed unanimously. Minutes approved as submitted.

Shoshone County Board of Health Representative Nominee – Jon Cantamessa

Ms. Kenney tallied the ballots and reported 14 votes in favor of Jon Cantamessa's reappointment to the Board of Health for the term July 1, 2010 – June 30, 2015.

MOTION: Walt Kirby moved to accept Jon Cantamessa to serve as the Shoshone County representative on the Board of Health; seconded by Chris Beck. All in favor; passed unanimously

Executive Session Pursuant to IC 67-2345(a) to Consider Hiring a Public Officer, Employee, Staff Member or Individual Agent

MOTION: At 11:10 a.m., Walt Kirby moved that the Board go into Executive Session to discuss personnel matters pursuant to Idaho Code 67-2345(a). A roll call vote was taken:

Marlow Thompson, Chairman	Yes
Chris Beck, Vice Chairman	Yes
Allen Banks	Yes
Jon Cantamessa	Yes
Walt Kirby	Yes
Dale VanStone	Yes
Richard McLandress (arrived during Executive Session)	

At 12:10, the Board returned to regular session.

Trustee/Legislators Meeting Report – Chris Beck, Trustee

Mr. Beck reported on the follow-up meeting from last month's Trustee/Legislative meeting. He, along with representatives from other the districts met with, pro tem of the Senate Geddes, and Representatives Anderson, Nonini and Gibbs. Representative Anderson's intent is to direct the seven Health Districts to have a uniform septic program and fee structure statewide with no individualized policies, etc. The legislators will direct DEQ to provide support to the Health Districts to form a uniform septic program among all the Health Districts.

Dale Peck distributed the proposed Environmental Health Fee Change Summary and Fees vs. Program Cost summary for all districts. District 1 has the most variation in fee structure. The major changes are as follows:

- The site evaluation fee and the permit fee would consolidate to one fee. All applicants would have to pay the full amount up front.
- A late renewal fee is not supported by rule. Permits can only be renewed prior to expiration of the permit. There is no limit on the number of renewals per permit.
- A Planning & Zoning review fee will be added.
- The two party septic permit fee will be eliminated.
- A consultation fee for soil analysis will be added.
- A repeat mortgage survey (after 2nd inspection) fee will be added.
- A speculative site evaluation fee, which can be applied toward a septic permit within one year, will be added.

Mr. Peck has collected fees vs. program cost data that indicates the septic program fees are accurate in relation to the cost of the program; however, the fees don't cover things like complaints. District 1 fees are the highest in the state because less general support dollars are used to support the program. The proposed fee revisions would generate the same amount of revenue based on the new fee structure.

The new fees will be posted and a fee hearing scheduled at the July 29, 2010 Board meeting.

MOTION: Chris Beck moved to proceed with posting the new fees and have a fee hearing at the July 29, 2010, Board meeting; seconded by Dale VanStone.

Discussion: Mr. Mason asked if it is uniform structure or uniform fees the legislators want. Mr. Beck explained that they did not speak to a uniform "fee", however, each district is to follow the same structure, but not necessarily have the same fees.

All in favor. Motion passed.

Mr. Peck updated the Board on the Action Plan. In response to the inconsistency issue in the application of the statewide sewage rules, standardized forms for the septic program were developed and were presented by the Environmental Public Health work group and approved by the Idaho Association of Public Health District Directors. All districts will use the same permit application, permit, final inspection and as-built forms. By October 1, 2010, a standard operating procedure manual will in place in all districts and used to train employees. A peer review process has been added to the plan, as well as standardized annual training conducted by DEQ. DEQ will audit the sewage programs annually in every district.

Fiscal Report – Jim Fenton

▪ Monthly Financial Report

Ending cash balance on April 30, 2010, was \$2,131,000, a decrease of \$357,000 from the previous month primarily due to the three pay periods in April. At the end of April, there were 2.2 months of cash reserves. Mr. Fenton predicts that by the end of the fiscal year, there will be approximately two months of cash reserves.

- Year-to-date Revenue: Permits and fees were under budget by \$166,368 (20%); Health Services revenue was under budget by \$109,743 (7%) for Home Health and over budget by \$56,213 (12%) for Family and Community Health.

- Personnel Expenditures: Year to date salaries are under budget by \$330,000 (5%).
- Operating and Capital Expenditures: Miscellaneous expenditures are over budget due to the Senior Companion Program travel costs and the payment to the State Controller's office. Total Operating expenditures were under budget by \$158,000. The payoff of the PAC loan for the St. Maries building was a significant Capital Expenditure.

Director Report – Jeanne Bock

▪ **Mason/Stricklin Contract**

Ms. Bock reported that per accreditation standards, a contract with legal counsel should be in place. Board members did not have an opportunity to review the contract prior to the meeting.

MOTION: Chris Beck moved to table approval of the contract to the next meeting; seconded by Allen Banks. All in favor; motion carried.

▪ **Shoshone County Record Disposal Request**

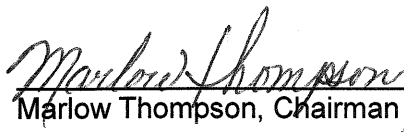
Jerry Cobb is preparing to purge the ICP storage facility and has a tremendous amount of aged and useless records. He plans to dispose of this material by shredding. Mr. Cobb has discussed this with Nancy Stricklin.

MOTION: Chris Beck moved to dispose of the records as approved by legal counsel; seconded by Dr. McLandress. All in favor; motion carried.

▪ **Future Meeting Dates**

If a special meeting is needed, one will be scheduled for June.

There being no further business, the meeting adjourned at 1:35 p.m. The next regular Board meeting is scheduled for July 29, 2010


Marlow Thompson, Chairman Date July 29, 2010

 7/29/10
Jeanne Bock, Director and Date
Secretary to the Board